

#### MIDDLE EAST PARTNERSHIP INITIATIVE

#### **Middle East Entrepreneur Training (MEET)**

## **Application**

Due Date October 5, 2007

Sponsored by the U.S. Department of State Bureau of Near Eastern Affairs Office of the Middle East Partnership Initiative

> Implemented by the Beyster Institute Rady School of Management University of California San Diego





#### **Program Description**

#### **Middle East Entrepreneur Training (MEET)**

The Middle East Entrepreneur Training (MEET) program is an innovative training program designed to identify, develop and sustain a new core of leaders in business and Civil Society Organizations (CSOs) throughout the Middle East and North Africa (MENA) region.

The MEET program provides skills training, professional networking, and alumni support systems to increase the managerial and entrepreneurial leadership skills for business entrepreneurs and executives, NGO executives, and social entrepreneurs. The program's goal is to help promising executives, managers and entrepreneurs realize their aspirations to build successful, growing, sustainable organizations that will contribute to economic growth, democratic and social change, as well as community well-being in the MENA region. The participation of women in the program, as well as men, is highly encouraged.

MEET is a program of the Middle East Partnership Initiative (MEPI) of the U.S. Department of State which is a Presidential initiative to support economic, political, and educational reform efforts in the MENA region and to champion opportunity for all people of the region, especially women and youth. The initiative strives to link Middle Eastern, North African, U.S., and global private sector businesses, non-governmental organizations, civil society elements, and governments together to develop innovative policies and programs to achieve the mission.

MEET is managed and implemented by the Beyster Institute at the Rady School of Management, University of California, San Diego.

#### **Training Description**

The MEET training program is designed for talented and high potential entrepreneurs, executives, and managers who have demonstrated leadership ability in their organizations and communities and who have a promising future in the region.

The MEET training program consists of three separate groups: a Senior Executive Seminar, a CSO Seminar, and an Industry-Specific Seminar for business executives.

- Each program will be two weeks in length targeting 20 leaders from either businesses or CSOs.
- The training will be conducted in the MENA region. Each program will be held in a different venue. For planning purposes, the Senior Executive Seminar will be held in Casablanca, Morocco; the CSO Seminar will be held in Alexandria, Egypt; and the Industry-Specific Seminar will be held in Amman, Jordan. MEPI and the Beyster Institute reserve the right to change the venue for any or all training programs based on the political, economic and security conditions at the time of the training session.

 Participants must meet stringent eligibility criteria (listed under each specific training seminar) but should generally be experienced in their chosen field of work, have shown involvement in their community, and exhibit potential for expanded leadership roles in their organizations and communities.

Although helpful, fluency in English is not required. The MEET program will provide simultaneous interpretation in Arabic and French for all training sessions.

Each program will cover necessary airfare and local transportation from your nearest airport to the program venue, emergency medical insurance, housing and all meals during the program. Participants in the program will be able to participate in special alumni events after their training experience.

#### **Application and Selection Process**

Competition for each program will be open, merit-based and fair. Applicants will be evaluated based on current position and personal business experience, size of business and potential for growth, prospects for working in an international business environment, educational background, willingness to learn and to mentor others, future leadership potential, and personal referrals.

The MEET program does not discriminate on the basis of sex, race, color, age, religion, national origin, or handicap. This policy is consistent with all relevant U.S. government statutes and regulations.

# Individuals in the following circumstances are <u>NOT</u> eligible for the Middle East Entrepreneur Training (MEET) program:

- U.S. citizens and permanent residents (green card holder) of the United States.
- Individuals currently participating in academic, training or research programs in the United States.
- Individuals currently residing or working outside the participating countries.
- Individuals who have participated in an exchange visitor program sponsored or funded by the U.S. government.
- Employees and their families of non-profit organizations who administer the MEET program on behalf of the United States Department of State. This provision does not disqualify self-supporting members of families who live apart from their parents.
- Local employees of the U.S. missions abroad who work for the U.S. Department of State are ineligible to participate during the period of their employment and for one year following the termination of employment.
- Immediate families (i.e. spouses and dependent children) of U.S. Department of State employees during the period of their spouse's/parent's employment and for a period of one year following the termination of such employment. This

provision does not disqualify self-supporting members of families who live apart from their parents.

Persons convicted of a crime.

#### Before filling out this application please familiarize yourself with these instructions:

- ALL QUESTIONS MUST BE ANSWERED. If it is not applicable, please note N/A. When you list your phone number, make sure you include the country and city codes.
- Complete this application in full. Applications are accepted in English only. Once you begin your application, you may return at any time before submitting it, using your email address and password, to complete the application.
- **Resume** (curriculum vitae) must be submitted with the application form. Upload at the end of the application form.

#### • Provide a letter of reference

The letter should be from a work supervisor, colleague or associate who can comment on your professional career and leadership ability or potential. The letter may also comment on your involvement in your community or community support activities.

#### • Personal Interview

The Beyster Institute will select applicants for a personal interview with a local interview panel. The panel, comprised of MEET Alumni, U.S. embassy personnel, and business/CSO leaders from the region, will conduct the local interviews and rank-order the applicants. These interviews are a requirement of the selection process.

#### • Semi-finalists

Local panels will select and recommend candidates for nomination to the U.S. Department of State. The final selection and invitation to participate in the program will be made by the U.S. government sponsor, MEPI.

#### **Application Instructions:**

- Answer <u>all</u> questions on the application. Failure to answer any question is grounds for being eliminated from consideration for the program.
- All spaces on the application form require an entry. If the requested information is not applicable, enter N/A.
- You must save the information on **EACH** page in the application before you exit or continue.
- After saving your information, you may log off and return to complete the application at any time up to the point where you formally "**SUBMIT**" the application for consideration.
- After you formally "<u>SUBMIT</u>" the application, you will not be able to revise your application again without the assistance of the Beyster Institute technical administrator.
- You will not be able to submit the application until all sections are complete.
- Use "<u>Status</u>" options at the top and bottom of the page to review incomplete sections.

#### **Training Program Choice:**

Senior Executive Seminar (January 20 – 30, 2008) (planned for Casablanca, Morocco)

This seminar combines substantive materials, case studies, individualized action plans, and executive coaching to maximize the results for each participant. Candidates selected for this program will have demonstrated that they can benefit from advanced, interactive training curriculum emphasizing strategic planning, leadership development and key issues affecting MENA region businesses in the global economy. Our executive training program involves a proven training methodology that focuses on four elements: management, markets, money and mystique.

The ideal candidate for the Senior Executive Seminar should:

- Have over 10 years of business experience
- Have a record of involvement in the community
- Exhibit significant potential for expanded leadership in their companies and communities
- Be a seasoned and knowledgeable senior executive, manager, or entrepreneur who is committed to improving his/her leadership and management skills
- Clearly show the potential to take on wider leadership roles in both the private and public sectors
- Demonstrates evidence of significant achievement as well as indications of resourcefulness, initiative, adaptability to new situations, creativity and innovation, and problem-solving capability
- Demonstrates a willingness to serve as a mentor for others

## **CSO Seminar** (March 16 – 26, 2008) (planned for Alexandria, Egypt)

The program draws on insights and best practices from US and MENA-region practitioners to address three key CSO themes: Leadership, Program Development and Advocacy, and Organizational Effectiveness.

- The Leadership theme explores the critical elements of organizational vision and mission, personal leadership skills, governance and working with a board, and strategic planning
- Program Development and Advocacy focuses on advocacy, coalition building and alliances, measuring success and marketing for social change
- Organizational Effectiveness focuses on developing participants' knowledge and skills to assure sound financial management, philanthropy in the MENA region, fundraising, and proposal writing.

The ideal candidate for the CSO Program:

- Has 5 to 10 years of experience in leading and managing NGOs or CSOs
- Has a record of involvement in the community

- Shows potential for expanded leadership
- Demonstrates a willingness to learn and take on new tasks and responsibilities, and to fully participate and contribute to the success of the program
- Has a clear record in continuing their personal and professional development
- Demonstrates evidence of achievement as well as indications of resourcefulness, initiative, adaptability to new situations, creativity and innovation, and problem solving capability

## Industry-Specific Seminar (May 11 - 21, 2008) (planned for Amman, Jordan)

This program is designed specifically to enhance the planning, management and leadership skills of entrepreneurs in small and medium enterprises, as well as younger managers from large companies in the region who are still forming their career plans. Training emphasizes interactive learning activities and experiential learning in key areas such as negotiation skills, leadership development, financing growth, implementing strategy, and promoting innovation.

The ideal candidate for the Industry-Specific Seminar:

- Has 5 to 10 years of business experience
- Has a record of involvement in the community
- Shows potential for expanded leadership
- Demonstrates a willingness to learn and take on new tasks and responsibilities, and to fully participate and contribute to the success of the program
- Has a clear record in continuing their personal and professional development
- Demonstrates evidence of achievement as well as indications of resourcefulness, initiative, adaptability to new situations, creativity and innovation, and problem solving capability

#### **Biographical Information**

#### **Personal Identification Information:**

Preferred Title: ☐ Dr.	☐ Mr.	☐ Mrs.	☐ Miss	☐ Ms.		
Last or Family Name:		F	irst Name:			
Middle/Other Name: (Enter your name EXAC					_	
Job Title:						
Organization Name:						
Gender: Male: □	Female:					

Date of Birth: Month Day Year
Place of Birth: Country: Province: City: Other information:
Current Citizenship: (Country)
Other / Dual Citizenship: (Country)
Country of Current Residence:
Contact Information:
Residence Address (including postal code if applicable):
Mailing Address (including postal code if applicable):
Work Address (including postal code if applicable):
Preferred address: ☐ Residence Address ☐ Mailing Address ☐ Work Address
Home Telephone # (including country and city code):
Work Telephone # (including country and city code):
Mobile Telephone # (including country and city code):
Fax # (including country and city code):
E-mail Address:(Highly recommended)
Alternate e-mail Address:
Company or Organization Website:

Please pare selec		nation e following information articipate in the progra				
Do you	have an e	external (or travel) pas	ssport?		] Yes	□ No
Series /	Number:					
Country	of Issue:					
Passpor	t Expirati	on Date: Month	Day	Year_		
Have yo	ou ever ap	oplied for a U.S. visa?	□Yes	□ No		
What ye	ear?		Where	e?		_
Have yo	ou ever be	een turned down for a	U.S. visa?	□Yes	□N	o
Have yo	ou ever ap	oplied for an immigrar	nt visa to the	U.S.?	∃Yes	□ No
What ye	ear? _	v	Vhere?			
Educat	ional Info	ormation:				
List all	post-seco	ndary education inclu recent:	ding profess	ional educ	ation, begin	ning with most
Start Date	End Date	Institute/University	Location	Major Subject	Minor Subject	Diploma or Degree Conferred

#### **Professional and Employment Information:**

(Please remember to submit a professional résumé or CV with your application.)

List your business and employment history for the past ten years, beginning with most recent, attach additional pages if needed

Dates From To	Company/Organization Name	City	Position Title	Responsibilities & Duties

### **Professional Affiliations:**

List any professional associations, non-governmental (NGO) organizations or other organizations in which you currently are a member or with which you have been involved:

List all U.S. government-funded programs in which you have participated:

Start	End	Program Name	U.S. Government	Program Topic
Date	Date		Sponsor	

	publications, honors, awards, pght to the selection committee:	projects or other accomplishments you
<u>Date</u>	<u>Item / Title</u>	Description / Significance
Statement of Expe	rience:	
Please answer the for important in the selection		vers to these questions are very
	demonstrated leadership to so ficant opportunity in your prof	elve an important problem or take Tessional experience.
2. Describe what your life.	ou have done to overcome som	e adversity or resolve a difficulty in

-	n how you ca fe experience	-	i unique or n	over approac	ar to a chanch	ge iii youi



# MIDDLE EAST PARTNERSHIP INITIATIVE Middle East Entrepreneur Training (MEET)

### **Confidential Letter of Reference**

A letter of reference must be submitted for each applicant.

The letter of reference should be from the applicant's supervisor or senior manager. Applicants who are owners of businesses and/or self-employed, may submit a letter of reference from someone familiar with the applicant's professional experience. The letter of reference should mainly focus on the applicant's professional ability, but may also comment on the applicant's involvement in the community.

The applicant should fill in the first part of the form and then send it to their recommender. The recommender should then fill it out in full and send it via email to Andrea Rudiak <u>arudiak@beysterinstitute.ucsd.edu</u>. The application will only be accepted on this form.

The letter must be submitted no later than October 5, 2007.

#### The following information should be completed by the applicant:

Applicant Name: (Must be the <i>exactly</i> the san	Country: ne as on Passport)
Supervisor's Name:	• '
Organization or Employer:	
The remainder of this form should be coother reference:	ompleted by the applicant's supervisor or
How long have you known the applicant?_	
In what capacity do you know him/her?	





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#### **Applicant Evaluation**

In the rating chart below, please mark one box in each category that best describes the applicant:

Category	Excellent	Good	<u>Fair</u>	<u>Poor</u>	<u>Unable to</u> <u>Judge</u>
Leadership ability:					
Resourcefulness and initiative:					
Adaptability to new situations:					
Creativity and innovation:					
Communication skills:					
Risk taking:					

Please describe why you believe the applicant is prepared to benefit from this leadership training program. Examples from the applicant's professional background that support of your conclusions would be very helpful.	
Please share a concrete example of a specific accomplishment the applicant has made in his/her professional work.	

training?		
Reference Name and Title	(please print):	
Place of Employment:		
Address:		
Telephone #	E-Mail address:	
a:	Date:	